




NATIONAL HEADQUARTERS
CIVIL AIR PATROL
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

31 October 2006

MEMORANDUM FOR REGION AND WING COMMANDERS

SUBJECT: Application Procedures for Adults and Cadets for the 2007 National Special Activities

1. Preparations for the 2007 National Cadet Special Activities (NCSA) are well under way. In 2007, we will offer over 30 activities for our cadets. These activities are very popular and we would like to accommodate everyone who wants to attend. However, that is not possible; we expect that we will get upwards of 2,500 applications for 1,500 slots. As a result, attendance is on a competitive basis. This is why we need your help.
2. The application instructions and schedules are already posted on the web at www.cap.gov/ncsa. Please note these instructions also include application procedures for adult staff and participants. Your Directors of Cadet Programs (DCP) have already received the information via email from the NCSA office. If you have not received any information from your DCP please query them about the upcoming season. It is possible that we missed a change in personnel or email address and they did not get the information. We also ask that you ensure the widest dissemination of the application instructions and cutoff dates within your Region and Wing.
3. The important dates for you to monitor are the deadline for cadet applications (31 December 2006), and Wing ranking results to the NCSA office (23 February 2007). Please forward your consolidated Form 31s to the NCSA office as soon as possible after your ranking decisions are complete. Without Wing rankings your cadets will be unable to compete for an NCSA slot on an equitable basis. We look forward to another outstanding year for National Cadet Special Activities. Thank you for your support and assistance.


JOHN A. SALVADOR
Director of Missions

Attachment:
Application Procedures

cc:
HQ CAP/EX/XP/DO/CP/IT/MDS
CAP Directors of Cadet Programs
Wing Administrators
HQ CAP-USAF/CC/CV/XO
CAP-USAF LR/CCs
State Directors

APPLICATION PROCEDURES COMMON TO ALL ACTIVITIES

To apply for most activities you must be able to log into “e-Services” to access and complete the on-line CAP Form 31. This means you must have a CAPID and a password. **Do not wait until the last minute to establish a password and confirm that you can log into “e-Services.”** Application procedures for some activities (NESA, Hawk Mountain, CLA, and IACE) are different. Please review the individual activity descriptions for special application details.

Locate CAP Form 31 on-line: Go to www.capnhq.gov (e-services web page) and click the “NCSA Main Menu” link under “CAP Utilities” to apply for special activities. As you follow the instructions for entering your request, you will also get to check (and correct if necessary) your address, contact information, and personal characteristics that National Headquarters (NHQ) has on file.

Note: You need at least Explorer 6.0 and Adobe 6.0 to complete the application. Both are available as downloads from the e-Services web page.

When you have completed the application, you will be asked to perform several functions.

First, electronically submit your application to NHQ on-line. When you have **completed, reviewed and printed** your CAP Form 31, it will automatically be transmitted to NHQ electronically.

Second, print the application and sign the “Release Agreement” and have your parent or guardian (if applicable) sign the “Release by Parent or Guardian” block (page 4 of the application).

Third, forward a printed and signed copy of the Form 31 to your Squadron Commander (if applicable). The form will be reviewed at the squadron and forwarded to the Wing Commander for ranking. **IF YOUR CAP FORM 31 IS NOT RANKED BY THE WING YOU WILL NOT BE CONSIDERED TO COMPETE FOR A SLOT AT A NATIONAL ACTIVITY. (TIP! Make sure your Squadron Commander forwards the CAP Form 31 to Wing for ranking)**

Important Things to Know

For personnel applying for “staff” positions please complete a separate CAP Form 31 and mark it “STAFF” in the top left corner. Forward it to the Wing or Group, as appropriate, for review. **Your application will not be considered without Wing review and signature.** Note that acceptance for the activity is not necessarily acceptance to a staff position. The activity director will review staff applications and contact those accepted directly.

For cadets applying for more than one NCSA please clearly indicate your desired preferences, in order, on the second page of the application.

NOTE: Because of supplementary procedures used for International Air Cadet Exchange (IACE) selection LIST IACE LAST on your preference list.

Late applications (those received after 31 December) will be accepted if they have been reviewed and approved by the Squadron and Wing. However, they will not be

forwarded to the activity director until all those who applied on time have had an opportunity to be slotted and to respond for payment and confirmation of attendance. **Your Wing may set an earlier deadline for receiving their copy of the CAP Form 31.**

For all cadets applying to any activity: You must have encampment credit prior to attending any NCSA. If an activity has an age requirement it must be met before the activity starts! If NHQ does not have a record of encampment completion prior to the date of the activity, then you will have to show the Activity Director your encampment completion certificate prior to the start of the national activity.

IF YOU DO NOT HAVE READY ACCESS TO A COMPUTER PLEASE NOTIFY SOMEONE IN YOUR SQUADRON AS SOON AS POSSIBLE SO ARRANGEMENTS CAN BE MADE TO GAIN ACCESS FOR YOU!

Timelines for all activities except Cadet Leadership Academy, Hawk Mountain, NESAs, and IACE

The CAP Form 31 must be completed and submitted on-line to NHQ, with a printed and signed copy forwarded to the Squadron Commander, **not later than 31 December 2006**. The Squadron Commander reviews, signs and forwards the CAP Form 31 to Wing for their review and ranking. The review and ranking process by the Squadrons and Wings occurs between 1 January and 22 February 2007. **Results are due from the Wing to NHQ not later than 23 February.** Please see CLA, Hawk Mountain, NESAs, and IACE for their dates.

Understanding the Slotting Process

For Cadets, NHQ will slot as many ranked applicants as possible. However, being ranked **does not guarantee** that you will be slotted as a primary for your preferred activity, since the number of available slots will be less than the number of applicants ranked. Being ranked **does guarantee** that you will compete for a slot. You will be placed on the alternate list if not selected as a primary for your preferred activity.

Notification of the slotting results, per individual, will be emailed by 21 March 2007. Additionally, you can view your activity status by logging on to e-Services and clicking the "Activity Status" link found in the "NCSA Main Menu" area.

Note: NESAs and Hawk status can be found on their web sites. See "Special Application Procedures" for the address.

Personnel slotted as primary attendees will have until 30 April 2007 to submit their payment in full to NHQ for all NCSAs except NESAs and Hawk. (The Academy Director and Project Officer coordinate all fees and slots for NESAs; fees will be collected when tentatively accepted online. The PA Wing handles all fees and slots for Hawk). Applicants whose payments have not been received by 30 April will become alternates and their primary slots will be offered to other applicants on the alternate list. See CLA, Hawk Mountain, NESAs for their payment details.

Adult Member Applications

Most of our NCSAs allow adult members to apply as escorts or staff and a few allow for full adult member participation. Adult members applying for any of the NCSAs must follow the same procedures as the cadets and use the CAP Form 31. **Mark the word “Adult” in the top left hand corner of the CAP Form 31 if you are applying as a participant and “Adult Staff” if you are applying for a staff position.** Deadlines for adult member applications are the same as cadets. Adult members applying to attend NESAs follow the procedures in the NESAs application instructions.

Adults applying to attend a national activity as a participant will be accepted on a first come first serve basis. Date of application will be used for assignment to the activity. **NESA and Hawk are the only activities accepting adults as participants.**

SPECIAL APPLICATION PROCEDURES

Application Procedures for the following are all unique to each activity

Hawk Mountain Search and Rescue School

<http://pawg.cap.gov/hawk/>

International Air Cadet Exchange (IACE)

National Emergency Services Academy (NESA)

Apply online at <http://homestead.com/ngsar/home.html>. Applications are accepted on a first come first served basis until the 14th of May. More details are available online at the above link.

Civic Leadership Academy (CLA)

For application instructions please refer to the appropriate activity description listed online. Please note CLA is an out-of-cycle activity so pay close attention to the application details.

NOTE: In some cases activity dates must set 10 to 12 months in advance. It is not unusual for an activity date to change by one or two days. Updates will be published continuously on the Cadet Programs web page, <http://cap.gov/ncaa>. Activity Directors will also keep those selected apprised of date changes as they occur.